



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES  
LANSING

RICK SNYDER  
GOVERNOR

MAURA D. CORRIGAN  
DIRECTOR

March 1, 2014

The Honorable Bruce Caswell, Chair  
Senate Appropriations Subcommittee on DHS  
Michigan State Senate  
Lansing, Michigan 48933

The Honorable Peter MacGregor, Chair  
House Appropriations Subcommittee on DHS  
Michigan House of Representatives  
Lansing, Michigan 48933

Dear Senator Caswell and Representative MacGregor:

This report is provided pursuant to the Department of Human Services' (DHS') Fiscal Year 2014 Appropriations Act, PA 59 of 2013, Article X, Section 587. This section requires that DHS submit a report describing the program creation and expenditures of new in-home care and community-based juvenile justice services to rural counties through a grant-making process.

To complete the grant-making process, a committee was formed to develop and draft a formal Intent To Bid (ITB) for rural counties to bid on a contract to implement evidence-based programming. The committee members included a non-rural county court administrator, a representative of the Michigan Council on Crime and Delinquency and DHS Child Welfare Funding and Juvenile Programs staff. The ITB #0431148414B0000873, JJIHC14-99001 In-Home Services for Rural Counties, was officially posted on Buy4Michigan on November 15, 2013, and is attached for your review. Prior to release of the ITB a pre-notification of the ITB release was distributed to courts via the State Court Administrative Office's (SCAO) weekly communication. A mandatory pre-bidder conference was held on December 4, 2013, to address the questions of potential bidders. Due to critical weather conditions, an additional pre-bidder conference was held by webinar on December 12, 2013, and the ITB due date was extended from January 3, 2014, to January 10, 2014. The notification of the due date extension was distributed to courts via the SCAO weekly communication, and to the Michigan Association of Family Court Administrators.

A Joint Evaluation Committee was held February 12, 2014, to review the bids received and determine recommendations for awarding contracts. A total of eight bids were received and four of those bids are recommended for awards totaling approximately \$525,000 of the allocated monies.

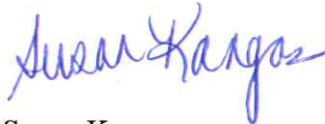
The four entities awarded contracts are:

1. Cass County Family Court-Juvenile Court
2. Lake County Trial Juvenile Court- 51<sup>st</sup> Circuit Court
3. Otsego County Judicial System
4. Gratiot County-Family Division Juvenile Office- 29<sup>th</sup> Circuit Court

Bidders that were not recommended for awards will be debriefed on existing proposal issues and then have the opportunity to improve upon proposals for reconsideration.

If you have any questions, please contact Wendy Campau, executive assistant to Children's Services Director Steve Yager, at (517) 241-3294.

Sincerely,



Susan Kangas  
Chief Financial Officer

Attachment: ITB In- Home Care Program for Rural Services  
cc: Senate and House Appropriations Subcommittees on DHS  
Senate and House Fiscal Agencies  
Senate and House Policy Offices

State of Michigan  
Department of Human Services  
Office of Contracts & Purchasing  
**INVITATION TO BID (ITB)**

|   |  |
|---|--|
| Maximum Award: \$250,000.00 (4 or more awards)                              | ITB Number JJIHC14-99001   |
| Year 1: \$  | Contract Type:   |
| Year 2: \$  | <input checked="" type="checkbox"/> Actual Cost <input type="checkbox"/> Unit Rate/Actual Cost |
| Year 3: \$  | <input type="checkbox"/> Unit Rate <input type="checkbox"/> Per Diem                           |
| Anticipated Begin and End Dates: <b>04/1/2014</b> through <b>03/31/2015</b> |  |

Geographic Area: See Additional Information below.

The Contractor (awarded bidder) must deliver human services to referred clients in the above geographic area, and have an office located within 75 miles of the geographic area for the duration of the Agreement.

Service Title(s): Juvenile Justice In Home Care Programs for Rural Counties

**Disqualifying Criteria:**

The bidder will be disqualified and the bid will not be reviewed if there is failure to:

- Submit a complete Bid Response, including sub-sections and a completed 12 month budget as required in the ITB, to the Buy4Michigan website on or before the due date and time specified.
- Stay at or below the maximum award amount per contract year, if provided.
- Failure to attend Mandatory Pre-Proposal conference scheduled for December 4, 2013, at 2:30 p.m.

Bids from bidders who are current state of Michigan employees are also disqualified and will not be reviewed.

**Additional Information:**

This is an RFP for the Family Division of Circuit Court required by 2013 PA 59 Sec. 587. This is a formal request to courts in rural Michigan counties to submit proposals for the creation or enhancement of in-home community care programs that serve delinquent youth in rural Michigan counties. Bidders must submit written proposals according to the instructions contained within this document, discussing how they will meet the specific requirements.

Based on 2012 population estimated data, rural Michigan counties eligible to submit a proposal include:

Alcona Grand Traverse Menominee  
 Alger Gratiot Midland  
 Alpena Hillsdale Missaukee  
 Antrim Houghton Montcalm  
 Arenac Huron Montmorency  
 Baraga Ionia Newaygo  
 Barry Iosco Oceana  
 Benzie Iron Ogemaw  
 Branch Isabella Ontonagon  
 Cass Kalkaska Osceola  
 Charlevoix Keweenaw Oscoda  
 Cheboygan Lake Otsego  
 Chippewa Lapeer Presque Isle  
 Clare Leelanau Roscommon  
 Clinton Lenawee Sanilac  
 Crawford Luce Schoolcraft  
 Delta Mackinac Shiawassee  
 Dickinson Manistee St. Joseph  
 Emmet Marquette Tuscola  
 Gladwin Mason Van Buren  
 Gogebic Mecosta Wexford

Consistent with MCL 400.117f, bidders are encouraged to include coordination with other counties, including urban counties, universities or private agencies for a single-county or collaborative, regional in-home community care program.

**Bid Submission**

All bids with related material must be submitted electronically using the Buy4Michigan website at [www.buy4michigan.com](http://www.buy4michigan.com). For technical assistance when entering bids, contact the OFM Helpdesk at (888) 734-9749.

Soleil Campbell  
DHS Contact Person

Campbells6@michigan.gov  
Email Address

Child Welfare Funding and Juvenile Programs  
DHS Issuing Office

**Authority:** P.A. 2080 of 1939.  
**Completion:** Mandatory.  
**Penalty:** Contract Invalid

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

## **Table of Contents**

This Invitation to Bid (ITB) provides interested bidders with sufficient information to prepare and submit bid responses for consideration by the Department of Human Services (DHS) and contains the following sections:

|                  |  |
|------------------|--|
| Section I.....   | Invitation to Bid Policy                               |
| Section II.....  | Description of Service Specifications and Bid Response |
| Section III..... | Instructions for Bidders                               |
| Section IV ..... | Bid Response   |

## Section I

### INVITATION TO BID POLICY

#### 1. Questions/Inquiries

Questions regarding the content of this ITB must be made by email to Soleil Campbell at [Campbells6@michigan.gov](mailto:Campbells6@michigan.gov) on or before December 5, 2013 by 3 p.m.. DHS staff are not allowed to respond to questions regarding the content of the ITB that are telephoned in. Questions may be discussed verbally at the pre-bid conference. DHS will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial ITB onto the Buy4Michigan website. Interested bidders are advised to monitor the website regularly

#### 2. Mandatory Pre-proposal Conference: Wednesday, December 4, 2013 in Lansing from 2:30 to 4:00 p.m.

Michigan Department of Human Services  
Grand Tower Building, Dempsey Room, 1<sup>st</sup> Floor  
235 South Grand Avenue  
Lansing, Michigan 48909

Questions may be discussed verbally at the Pre-Proposal Conference. Any questions received by November 27<sup>th</sup> will be compiled and distributed at the Pre-Proposal Conference:

You are responsible for bringing your own copy of the ITB and Attachments to the Pre-proposal Conference.

Parking: Public Parking Ramp (for a fee) is located on the North side of the Grand Tower Building on Grand Ave. at Allegan Street.

You must bring your valid Michigan Driver's License or State ID to enter the Grand Tower Building.

#### 3. Amendment to the ITB

In the event it becomes necessary to revise any part of this ITB, addenda will be posted to the Buy4Michigan website.

#### 4. Incurring Costs

The state of Michigan is not liable for any cost incurred by the bidders prior to issuance of a contract.

#### 5. News Releases

News releases pertaining to this ITB on the service, study, or project to which it relates may not be made without prior state approval, and then only in coordination with the Issuing Office.

6. Disclosure of Bid Contents

Bid responses are subject to disclosure under the Michigan Freedom of Information Act (PA No. 442 of 1976).

7. Independent Price Determination

a. By submission of a bid response, the bidder certifies:

- 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
- 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
- 4) The price quoted is not higher than that given to the general public for the same service.

b. The person who submits the bid response certifies that:

- 1) She or he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she or he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
- 2) He or she is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1 through 4 above, and as their agent does hereby so certify; and that he or she has not participated, and will not participate in any action contrary to a. 1 through 4 above.

c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of Item 6., Independent Price Determination, unless the bidder furnishes a signed statement with the bid response, which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

## 8. Subcontracting

Subcontractors shall be subject to all conditions and provisions of the contract including Internet Criminal History Access Tool (ICHAT) and Central Registry background checks when applicable. The Contractor shall be responsible for the performance of all assignees or subcontractors.

If subcontracting, the Contractor must obligate the subcontractors to maintain the confidentiality of DHS' client information in conformance with state and federal requirements.

If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, as it applies to both the bidder and the subcontractor(s). A subcontractor budget must be provided for subcontractor services for \$25,000 or more. If the subcontractor's price is based on a fee schedule, the fee schedule must be included.

DHS may, at its discretion, require information on the process of an awarded subcontractor bid.

A Contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the Contractor. Raters of bid responses will consider the qualifications of both the Contractor and subcontractor when making contract award recommendations.

## 9. Qualified Disabled Veteran Preference

1984 PA 431 establishes an up to 10% price preference for businesses owned by qualified disabled veterans.

## 10. Electronic Submission

All bids with related material must be submitted electronically to the Buy4Michigan website.

## 11. Rejection of Bid Responses

DHS reserves the right to reject any and all bids received as a result of this ITB. This ITB is created for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

## 12. Method of Evaluation

In awarding the contract, bids will be evaluated by a rating committee chaired by the DHS Office of Contracts and Purchasing (OCP). Only those bids receiving a score of 80 points or more will be considered for award. All qualified bid responses will be evaluated on the basis of rating criteria identified in the ITB.



DHS reserves the right to establish the criteria by which it will evaluate each bidder's response, and by which it will determine the most responsive, capable, and qualified bidder(s). In addition to cost, other principal factors may be considered in evaluating bids relative to:

- . Reliability
- . Bidder's past performance
- . Bidder's ability to respond to all requirements outlined in the ITB
- . Bidder's ability to maintain a presence in providing services
- . Financial stability

If DHS determines in its sole discretion that contracting with a bidder presents an unacceptable financial risk to DHS, DHS reserves the right to not award a contract to that bidder. DHS reserves the right to consider economic impact on the state when evaluating bid pricing. This includes, but is not limited to; job creation, job retention, tax revenue implications, and other economic considerations.

Award recommendation(s) will be made to the responsive and responsible bidder(s) who offers the best value to the state of Michigan. Best values will be determined by the bidder meeting the minimum point threshold and offering the best combination of price and quality, as demonstrated by its bid.

### Clarifications

DHS may request clarifications from one or more bidders. DHS will document, in writing, clarifications being requested and forward to the bidders affected. This request may include any changes to the original bid and corresponding cost adjustments. This process provides an opportunity to clarify the bid submitted.

Bidders may be required to make oral presentations of their bids to DHS. These presentations provide an opportunity for the bidders to clarify the bids through mutual understanding. OCP will schedule these presentations, if required.

After reviewing the clarification responses, DHS will re-evaluate the bids using the original evaluation method.

If it is determined that a bidder purposely or willfully submitted false information, the bidder will not be considered for award, the state will pursue debarment of the bidder, and any resulting contract they may have been established will be terminated.

### 13. Pricing Negotiations

At any time during the evaluation process, DHS may enter into price negotiations with bidders determined to be in the competitive range.

### 14. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

### 15. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, DHS will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

### 16. Price

Prices quoted are firm for the initial term of the contract.

### 17. General Provisions

Awards made as a result of this ITB will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

### 18. Options to Renew

At the discretion of DHS, an awarded contract may be renewed in writing by an amendment not less than 30 days before its expiration. The contract may be renewed for up to two additional one-year periods.

19. Registering on the Contract & Payment Express Website

To receive payment from the state of Michigan, a Contractor must be registered as a vendor on the Contract & Payment Express website <http://www.cpexpress.state.mi.us> which links to the Michigan Administrative Information Network (MAIN).

20. Employee Clearances

Criminal Background Check

If the resulting contract will be with an individual, DHS will complete the criminal background check on the Contractor, and the following language will be included in the contract:

The Contractor shall notify DHS in writing of criminal convictions (felony or misdemeanor) and/or pending felony charges or placement on the Central Registry as a perpetrator at hire or within 10 days of the event after hiring.

If the resulting contract will be with an agency, the following language will be included in the contract:

As a condition of this Agreement, the Contractor certifies that the Contractor shall, prior to any individual performing work under this Agreement, conduct or cause to be conducted for each new employee, employee, subcontractor, subcontractor employee or volunteer who works directly with:

1. Clients under this Agreement, or who has access to client information, an Internet Criminal History Access Tool (ICHAT) check and a National and State Sex Offender Registry check.

Information about ICHAT can be found at <http://apps.michigan.gov/ichat>.

The Michigan Public Sex Offender Registry website address is <http://www.mipsor.state.mi.us>.

The National Sex Offender Public website address is <http://www.nsopw.gov>.

2. Children under this Agreement, a Central Registry (CR) check.

Information about CR can be found at [http://www.mi.gov/dhs/0,1607,7-124-5452\\_7119\\_48330-180331--,00.html](http://www.mi.gov/dhs/0,1607,7-124-5452_7119_48330-180331--,00.html).

The Contractor shall require each new employee, employee, subcontractor, subcontractor employee, or volunteer who works directly with clients or who has access to client information under this Agreement to notify the Contractor in writing

of criminal convictions (felony or misdemeanor), and/or pending felony charges, or placement on the Central Registry as a perpetrator, at hire or within 10 days of the event after hiring.

Additionally, the Contractor shall require each new employee, employee, subcontractor, subcontractor employee, or volunteer who works directly with clients under this Agreement or who has access to client information and who has not resided or lived in Michigan for each of the previous 10 years to sign a waiver attesting to the fact that they have never been convicted of a felony or identified as a perpetrator, or if they have, the nature and recency of the felony.

The Contractor further certifies that the Contractor shall not submit claims for or assign duties under this Agreement to any new employee, employee, subcontractor, subcontractor employee, or volunteer based on a determination by the Contractor that the results of a positive ICHAT and/or a CR response or reported criminal felony conviction or perpetrator identification make the individual ineligible to provide the services.

The Contractor must have a written policy describing the criteria on which its determinations shall be made and must document the basis for each determination. The Contractor may consider the recency and type of crime when making a determination. Failure to comply with this provision may be cause for immediate cancellation of this Agreement. In addition, the Contractor must further have a written policy regarding acceptable screening practices of new staff members and volunteers who have direct access to clients and/or client's personal information, which serve to protect the organization and its clients that is clearly defined. The Contractor must also assure that any subcontractors have both of these written policies.

If DHS determines that an individual provided services under this Agreement for any period prior to completion of the required checks as described above, DHS may require repayment of that individual's salary, fringe benefits, and all related costs of employment for the period that the required checks had not been completed.

## 21. State of Michigan Employees

State of Michigan employees may not act as bidders. Bids from bidders who are current state of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the state has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official state responsibilities.

## 22. E-Verify

Section 291 of the fiscal year 2013 Omnibus Budget, PA 200 of 2012, requires verification that all new employees of the Contractor and all new employees of any approved

subcontractor, working under this contract, are legally present to work in the United States. All Contractors shall perform this verification using the E-verify system (<http://www.uscis.gov/portal/site/uscis>).

## Section II

### DESCRIPTION OF SERVICE SPECIFICATIONS

#### I. CONTRACTOR RESPONSIBILITIES

##### A. Geographic Area

This is a request for proposals for the Family Division of Circuit Court required by 2013 PA 59 Sec. 587. This is a formal request to courts in rural Michigan counties to solicit proposals for the creation or enhancement of in-home community care programs in rural Michigan counties that serve delinquent youth. Bidders must submit written proposals according to the instructions contained within this document, discussing how they will meet the specific requirements.

Many Michigan counties have increased their use of in-home care and community-based services in the past decade, including options like day treatment, electronic monitoring and child and family therapy. These programs have proven to be more effective at reducing recidivism because of the rigor, intensity and individualized treatment for youth and their families.

In response to the research-based evidence of the effectiveness of community-based services and a \$1,000,000 appropriation in Sec. 587 of Public Act 59 of 2013, the Michigan Department of Human Services will award ***a minimum*** of four contracts for ***up to*** \$250,000 each to develop and implement an evidence-based in-home community care program. Contracts will be awarded to courts in rural counties seeking to enhance current or implement new evidence-based in-home care programs for delinquent youth.

Based on 2012 population estimated data, rural Michigan counties eligible to submit a proposal include:

|            |                |              |
|------------|----------------|--------------|
| Alcona     | Grand Traverse | Menominee    |
| Alger      | Gratiot        | Midland      |
| Alpena     | Hillsdale      | Missaukee    |
| Antrim     | Houghton       | Montcalm     |
| Arenac     | Huron          | Montmorency  |
| Baraga     | Ionia          | Newaygo      |
| Barry      | Iosco          | Oceana       |
| Benzie     | Iron           | Ogemaw       |
| Branch     | Isabella       | Ontonagon    |
| Cass       | Kalkaska       | Osceola      |
| Charlevoix | Keweenaw       | Oscoda       |
| Cheboygan  | Lake           | Otsego       |
| Chippewa   | Lapeer         | Presque Isle |
| Clare      | Leelanau       | Roscommon    |
| Clinton    | Lenawee        | Sanilac      |
| Crawford   | Luce           | Schoolcraft  |
| Delta      | Mackinac       | Shiawassee   |
| Dickinson  | Manistee       | St. Joseph   |
| Emmet      | Marquette      | Tuscola      |

|         |         |           |
|---------|---------|-----------|
| Gladwin | Mason   | Van Buren |
| Gogebic | Mecosta | Wexford   |

Consistent with MCL 400.117f, bidders are encouraged to include coordination with other counties, including urban counties, universities or private agencies for a single-county or collaborative, regional in-home community care program. Bidders wishing to apply jointly with another county, region, jurisdiction and/or private agency must submit a signed agreement between the chief Judge(s) and/or private agency and/or university.

Bidders are also encouraged to match funds awarded through this contract with private foundation or grant money.

Identify the county or counties, university and/or private agency or agencies that are applying for funding. Indicate if a signed agreement between the chief Judge(s) and/or private agency and/or university is attached to the proposal. Signed agreements that are attached must be named "signed agreements". Describe the use of any matching funds for the proposed program and the source of the funds.

**Bidder Response:**

**Rater Comments:**

**B. Client Eligibility Criteria**

**Definition of Eligibility**

The Bidder will implement an in-home community care program by developing a new or enhancing a current in-home care or community-based service in rural counties for delinquent youth. In-home or community-based programs are those programs or services used for children to provide for early intervention to treat problems of delinquency and/or are determined to be alternatives to out-of-home care or to provide an early return home for children placed out of the home. A youth is eligible to participate in a new or enhanced in-home care or community-based service consistent with R 400.2009:

- (a) In-home care is provided as an alternative to removal from home and placement in detention or other out-of-home care and all the following provisions have been met:
  - (i) A complaint has been received and accepted by the juvenile court.
  - (ii) The expenditure of in-home care monies is not for judicial costs.

- (iii) The services are intensive.
  - (iv) The parent or parents and the youth have agreed in writing to receive in-home services or a preliminary hearing has been held.
  - (v) The court shall document that court staff responsible for case plan development and monitoring meet the qualifications established in the juvenile court standards and administrative guidelines for the care of children.
- (b) In-home care programs use nonscheduled payments in support of probation services, which can be shown, by the county, to have a relationship between those payments and the days of out-of-home care in the county. These nonscheduled payments are not to be made to pay for basic family needs otherwise available through public assistance programs.
- (c) In-home care is provided to youths who, at the dispositional hearing, are ordered into in-home care as an alternative to foster care or other out-of-home care and all the following provisions are complied with:
- (i) The expenditure of in home care monies is not for judicial costs.
  - (ii) The services are intensive.
  - (iii) Nonscheduled payments are not made to pay for basic family needs otherwise available through public assistance programs.
  - (iv) Court staff responsible for case plan development and monitoring meet the qualifications established in the juvenile court standards and administrative guidelines for the care of children.
- (d) The in-home care early return option is used to accelerate the early return of a youth from family foster care, institutional care, or any other out-of-home care when both of the following provisions are complied with:
- (i) The case plan identifies an early return goal.
  - (ii) The services are provided to the members of the child's family.
- (e) The in home care monies are used to provide in-home care services to children if the county department documents that the conditions of R 400.2004 and R 400.2005 are met and if the court orders county department supervision.
- (h) In addition to the requirements specified in subrules (a), (i) to (v) of this rule...
- (iv) Individual case record documentation shall be maintained by the court and county department as specified by the office in published policies and procedures and shall be made available to the office for on-site review.



Bidders must propose the specific population of youth eligible to participate in the new or enhanced program within the guidelines provided.

**Bidder Response (B):**

**Rater Comments (B):**

C. Credentials/Experience:

The Contractor shall assure that appropriately credentialed or trained staff under its control, including Contractor and/or subcontractor employees, shall perform functions under this Agreement.

Any credentials required of staff to maintain fidelity to the model program must be met and documented by the Contractor.

The Bidder must identify key personnel for implementing the project, including where personnel will be physically located. The Bidder must submit resumes for identified key personnel or position descriptions for proposed key personnel and describe how their experience and education qualifies them to perform their role and responsibilities on the project. This will include any training or certification required for the proposed standardized screening/assessment tool. Bidders must title any resume attachments "Resumes" and any position description attachments "Position Descriptions". The Bidder must identify any part-time personnel, as well. All proposed personnel must be identified with their proposed title and their proposed roles and responsibilities must be described. An organizational chart may be provided. Any proposed staff must be approved by DHS prior to Bidder assignment to the program.

The Bidder must identify one person to serve as the communication liaison to the DHS IHC Coordinator.

**Bidder Response:**

**Rater Comments:**

D. Services to be Delivered

The Contractor shall:

1. **Name the new or enhanced program proposed and how it meets the evidence-based practice standard.** Evidence-based practices are those that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or victimization, or related risk factors. Evidence based programs or practices can come from many valid sources, such as the Office of Juvenile Justice Delinquency Prevention Model Programs or Blueprints for Violence Prevention of the University of Colorado Boulder. Evidence based practices may also include practices adopted by agencies, organizations or staff which are generally recognized as "best practice" based on research literature and/or the degree to which the practice is based on a clear, well-articulated theory or conceptual framework for delinquency or victimization prevention and/or intervention.

**Bidder Response:**

**Rater Comments:**

2. **The Bidder will submit a proposed program plan that includes:**

(1) *A gap-analysis of existing juvenile justice programs in the Bidder's proposed implementation county or region.* The analysis must show what the current community needs are, the programs or services currently used to treat delinquency, and the population of youth being served. It must also show that a community need exists that will be met by the proposed program.

**Bidder Response (1):**

**Rater Comments (1):**

(2) *Name and description of the proposed new or enhanced services.* Bidders must include the :

(a) Timeframes for intake and assessment.

- (b) Estimated number of children and families to be served.
- (c) Location(s) where the program/service will be provided (i.e., in-home, community center, school, etc.).
- (d) Duration of the program/service.
- (e) Eligibility criteria to participate in the proposed program/service (i.e., age, ethnicity, race, family structure, risk level, screening/assessment results, type of offense, etc.)
- (f) Proposed contractor(s), if any, that will provide any identified service(s) in the proposed program/service. Any subcontractor budget that exceeds \$25,000.00 must provide a detailed line item budget and be submitted separately with the total program budget. The attachment must be titled "Subcontractor Budget".

**Bidder Response (2)(a)-(f):**

**Rater Comments:**

- (3) *Proposed standardized screening or assessment tool (i.e., MAYSI, GAIN-SS, MJJAS, CAFAS, etc.). Bidders must identify that the tool is valid for the proposed service population and how they plan to administer the tool pre-service and post-service.*

**Bidder Response (3):**

**Rater Comments (3):**

- (4) *Provide a detailed narrative of costs budgeted for program to be funded. Do not include the actual cost here, only an explanation for each line item.*

**Bidder Response (4):**

**Rater Comments (4):**

- (5) *Potential return on investment.* Bidders must submit the calculated potential return on investment that will be achieved by implementing the proposed program/service. The Washington State Institute for Public Policy is an excellent resource for this task (<http://www.wsipp.wa.gov/topic.asp?cat=10&subcat=54&dteSlct=0>).

**Bidder Response (5):**

**Rater Comments (5):**

- (6) *Anticipated sustainability of the proposed program/service.* Bidders must document how the proposed program/service will be funded and/or administered after the In-Home Care (IHC) contract has completed.

**Bidder Response (6):**

**Rater Comments (6):**

- 2) **Bidders must describe how the bidder will convene an implementation team.** Members of the team may include, but are not limited to, court or DHS staff, in-home care providers, law enforcement, community mental health, school district, family and/or youth advocates, family members, and youth. Identify each planning team member, their affiliated organization and their role in planning, implementing and/or evaluating the program.

**Bidder Response:**

**Rater Comments:**

- 3) **Propose a management plan that identifies the methods, tools and processes proposed to oversee the project, address issues and changes as they may arise, and keep the appropriate parties apprised of the progress of the project.** This also includes how client information will be maintained and shared based on federal and state confidentiality laws applicable to the proposed program.

**Bidder Response:**

**Rater Comments:**

E. Expected Contract Performance Outcomes and Reporting Requirements

**The Contractor must submit monthly reports and a final evaluation report.** Summary data and detailed individual data collected by the Contractor must be analyzed for any notable trends and contained in the final evaluation report (i.e., the number of youth that would have been placed out-of-home without in-home program/service, level of risk significantly decreased for population served, actual return on investment by implementing in-home program/service, increase in number of youth successfully diverted from formal juvenile justice system, etc.).

- 1) **Propose the intended outcomes of the project, as well as proposed evaluation methods to determine the effectiveness of the program at achieving the intended outcomes.** All bidders must include a standardized screening or assessment tool (i.e., MAYSI, GAIN-SS, MJJAS, CAFAS, etc.) related to the intended outcomes of the program and include pre- and post-program scores. Bidders must propose the method they will use to collect and analyze the proposed standardized screening/assessment tool pre- and post-service scores to evaluate the effectiveness of the proposed program/service. This must also include the name of any proposed software or hardware that must be used and/or purchased to assist in completing the statistical evaluation.

**Bidder Response (1):**

**Rater Comments (1):**

- 2) The final evaluation summary report will include an executive summary and a written analysis of the data collected over the course of the program/service with supporting illustrations that may include graphs or charts to visually display results. Upon

completion of the final summary report, it must be submitted to the IHC Coordinator within 30 calendar days of end of contract.

At a minimum, the final evaluation summary report must provide an analysis of:

- *Actual population served*, including but not limited to:
  - i. Number of youth served.
  - ii. Age.
  - iii. Race/Ethnicity.
  - iv. Gender.
  - v. Parent/Guardian status (family structure).
  - vi. Number of mothers and number of fathers engaged in services.
  - vii. Previous delinquency, CPS or foster care court history, and school disciplinary contact.
  - viii. Offense that triggered initiation of proposed services.
  - ix. Grade level and special education status.
- *Actual return on investment*.
- *Effectiveness of program at meeting the proposed outcomes*, including analysis of pre- and post-services tool scores.

Thirty calendar days after receipt of the final work product, DHS will notify the Contractor of acceptance or need for additional clarification.

Submit a proposed format for the final evaluation summary report, including all of the required items as well as any items specific to the proposed program. The attachment must be named "Final Evaluation Summary Report".

**Rater Comments (2):**

- 3) The Contractor must submit monthly reports. The Contractor will provide monthly progress reports to the DHS IHC Coordinator on the 5<sup>th</sup> business day of the month for the previous month. Each monthly progress report will build upon the previous month's progress report. Each monthly progress report will be reviewed by the IHC Coordinator to ensure that all information itemized below are contained within and submitted by the Contractor timely. The IHC Coordinator review and approval process will be completed within 7 calendar days of monthly progress report submission and the acceptance signature page will be returned to the Contractor.

If a monthly progress report does not meet the standards required, the IHC Coordinator will schedule a meeting within 7 calendar days with the Contractor for resolution. A meeting will be held within 7 calendar days from the date scheduled.

As a result of the meeting, the Contractor may be asked to submit a corrective action plan to the IHC Coordinator within 7 calendar days, outlining the steps necessary to come back into compliance with the terms of the contract. The IHC Coordinator will

complete the review and approval process for the corrective action plan and return the signature page to the Contractor within 7 calendar days.

At a minimum, the monthly progress reports must include the following:

***Summary information on the:***

- Number of delinquency complaints accepted.
- Number of youth eligible for proposed program/service.
- Number of eligible youth referred to proposed program/service.
- Number of youth that received the pre-service proposed screening/assessment tool.
- Number of eligible youth participating in proposed program/service.
- Number of youth that have completed the proposed program/service.
- Number of youth that did not complete the proposed program/service.
- Number of youth that received the post-service proposed screening/assessment tool.
- Budget that reflects the expenses incurred during the previous month using the DHS-3469, Statement of Expenditures.

***Detailed information on the:***

- Individual youth eligible for the proposed program/service.
- Date each eligible youth received the pre-service proposed screening/assessment tool.
- Individual score/results on the pre-service proposed screening/assessment tool.
- Date the youth was referred to the proposed program/service.
- Date the youth started the proposed program/service.
- Date the youth completed the proposed program/service.
- Date the youth last participated in the proposed program/service if the youth did not complete the proposed program/service.
- Any attempts made to reengage a youth that did not complete the proposed program/service.
- Date the youth received the post-service proposed screening/assessment tool.
- Individual score/results on the post-service proposed screening/assessment tool.

Attached to the monthly progress report will be a copy of any individual pre- and post-service screening/assessment tool scores/results completed since the last monthly progress report.

The Contractor must contact the IHC Coordinator no later than the 1<sup>st</sup> business day of the month to explain any monthly progress reports that are anticipated to be late and the rationale for an extension. Any extensions granted to the Contractor for reports will not exceed 7 calendar days.

Submit a proposed format for the monthly report, including all of the required items as well as any items specific to the proposed program. The attachment must be named "Monthly Report".

**Rater Comments (3):****G. Audit Requirements****Vendor Relationship**

This Agreement constitutes a vendor relationship with DHS. No audit requirements are imposed by DHS as a result of this Agreement. No audit costs are allowed to be billed to this Agreement. In the event the Contractor elects to have a financial audit performed, the submission of the audit report to DHS is not required nor desired.

**II. OTHER****Mileage**

DHS shall reimburse mileage costs to the Contractor at State of Michigan (SOM) premium established rates or the Contractor's usual travel reimbursement rate for employees, whichever is less. Current SOM premium rates may be obtained at the following website:

[http://www.michigan.gov/dmb/0,1607,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html)

DHS shall reimburse the Contractor for mileage incurred by the Contractor for:

- |providing transportation to a referred client
- |driving to or from a referred client's home
- |driving to or from a court hearing, at the request of the referring DHS worker
- |driving to or from sites other than the client's home for purpose of advocacy on behalf of the client

The point of origin for mileage shall be the Contractor's home or normal place of business or the DHS local office location, whichever is closer to the client's home. The Contractor may not bill for mileage incurred by the Contractor driving to/from their home to/from the DHS local office.



### **Section III**

## **INSTRUCTIONS FOR BIDDERS**

Bidders must complete the Bid Response, Section II and IV, electronically, and attach additional pages/attachments, as requested. For the additional pages/attachments that are added, the related category should be indicated at the top of the page with an attachment number, and number the pages in sequence under each attachment. (for example, Category: Bidders Experience, Education & Qualifications, Attachment A, page 1 of 4, page 2 of 4, etc.)

Bidders are expected to use the form and format provided in this ITB to complete the bid response. Under each category, there is a box titled "Bidder Response" for bidders to respond to each question. For items requiring an additional page/attachment only, the attachment serves as the response and there will be no box titled "Bidder Response". Font size should be no smaller than 12 point. Each box will automatically expand according to the amount of text entered. The shaded boxes that are titled "Rater Comments" should not be completed by the bidder.

Bidders wishing to apply jointly with another county, region, jurisdiction and/or private agency must submit a signed agreement between the chief Judge(s) and/or private agency.

The electronic submission of a bid response will constitute the intent to bid for services. The bid response must remain valid for at least 90 days.

### **Budget Instructions**

Complete the budget attachment included with this ITB on Buy4Michigan.

- The number of units must be included on the budget for each service.
- The Comments sheet is part of the budget and is to be used to provide additional explanation when needed.

If the budget includes an indirect cost rate, the bidder must provide documentation of how the rate was determined.

The approved 12-month budget total will be considered the contract value for each full year of the contract. The contract amount may be pro-rated for any partial year.

A budget must be provided for any subcontractor who receives \$25,000 or more.

### **Bid Submission and Bidder Checklist**

Bid responses will be accepted only through Buy4Michigan.

- Hard copy responses will not be accepted.
- Bid responses submitted in person, or via surface mail, fax, or e-mail transmission will not be considered for award.

A complete bid response includes submission of Sections II and IV, Bid Response, and the budget(s) or fee schedule, as required in the ITB. To be considered, the bid response must be received by Buy4Michigan by the due date and time indicated on the Buy4Michigan website.

To complete a bid response, include the following steps:

- ☐ Complete Section II, Contractor Responsibilities, including the sub-sections and Section IV, Bid Response.
- ☐ Complete the budget(s) as required in the ITB.
- ☐ Submit the budget as a separate attachment.
- ☐ Enter the full contract amount of the bid in the 'Unit Cost' field on the 'Items' tab in the Buy4Michigan quote.

**Section IV**  
**BID RESPONSE**

All information requested below is required.

1. Bidder Name:

2. Bidder Mailing Address:

(must include 9 digit zip code)

Bidder E-mail Address:

3. Bidder Mail Code: (Identified when registering on Contract & Payment Express)

4. Bidder DUNS Number:

5. Type of Organization: (Check one). Individuals are private proprietary.

☐ private, non-profit      ☐ private, proprietary      ☐ public      ☐ university

6. Bidder's fiscal year begin date (month and day):

7. Bidder's representative who is the authorized negotiator for the bidder:

Telephone Number

8. The bidder certifies that it is ☐, is not ☐ an Iran linked business as defined in MCL 129.312.

9. If former state of Michigan employees are involved in this project in any of the following capacities, the bidder should disclose that here. If not, the bidder may respond with an "NA".
- In the performance of any resulting state contract
  - Oversight or management of any resulting state contract
  - Consulting, conferring, or advising on the ITB response (such as in the role of consultant or lobbyist).

| Name of former state of Michigan employee | State department and division worked for | Active dates of state employment | Briefly describe the role, as described above, they had in this ITB or will have in any resulting contract |
|---|--|----------------------------------|--|
|   |  |                                  |  |
|   |  |                                  |  |
|   |  |                                  |  |

Retirees of the state of Michigan that are involved in the performance of any resulting contract may be subject to Section 68 (c) of the State Employees Retirement Act, MCL 38.1 et seq. A retiree of the state of Michigan must notify the Office of Retirement Services if he or she resumes employment, directly or indirectly, with the state of Michigan.

10. "Qualified Disabled Veteran," as defined by Public Act 431 of 1984, means a business entity that is at least 51% owned by one or more veterans with a service-connected disability. The Act defines "Service-Connected Disability" as a disability incurred or aggravated in the line of active military, naval, or air service as defined in 38 USC 101 (16).

The bidder represents that it is ☐, is not ☐ a disabled veteran-owned business.

The bidder represents and warrants that the company meets the above criteria (when checked) and has provided the following supportive documentation:

- Proof of service and conditions of discharge: DD214 or equivalent
- Proof of service-connected disability: DD214 if the disability was documented at discharge or Veterans Administration (VA) Rating Decision Letter or equivalent if the disability was documented after discharge
- Proof of ownership: Appropriate legal documents setting forth the ownership of the business entity

**IMPORTANT NOTE TO BIDDERS:** Self certification alone will not initiate the price preference cited in Section I, Qualified Disabled Veteran Preference. In order to be considered for the pricing preference your self certification must be accompanied by the qualifying documents listed above. DHS reserves the right to request additional documents or clarifying information about the documentation submitted with the bid.

**Loss of Preference:** If during the term of the contract the contractor no longer qualifies for the preference, or if the contract is assigned to a business entity that does not qualify for the

preference, they will be required to discount their contract price by the amount of the preference they received.

Fraudulently representing information about the use of businesses owned by persons with disabilities to procure this contract is a violation of the Business Opportunity Act for Persons with Disabilities of 1988 PA 112, MCL 450.791 – 450.795. A person who knowingly violates this act is guilty of a felony, punishable by imprisonment up to 2 years in prison, or a fine not less than \$5,000. A person found guilty of violating this act may be barred from obtaining future contracts with the State.

11. Indicate if the bidder has had a contract terminated for default in the last three years. Termination for default is defined as notice to stop performance which was delivered to the bidder due to the bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the bidder, or (b) litigated and determined that the bidder was in default. If the bidder has not had a contract terminated for default, or if no terminations exist, the bidder must affirmatively state this below.

**Note:** If the bidder has had a contract terminated for default in this period, the bidder must submit full details including the other party's name, address, and phone number. DHS will evaluate the facts and may, at its sole discretion, reject the bid on the grounds of past experience.

12. Disclose any material criminal litigation, investigations, or proceedings involving the bidder (and each subcontractor) or any of its officers or directors or any litigation, investigations, or proceedings under the Sarbanes-Oxley Act of 2002, 18 USC 1514 et seq. In addition, each bidder (and each subcontractor) must disclose to DHS any material civil litigation, arbitration, or proceeding to which the bidder (or, to the extent bidder is aware, any subcontractor hereunder) is a party, and which involves: (i) disputes that might reasonably be expected to adversely affect the viability or financial stability of the bidder or any subcontractor hereunder; or (ii) a claim or written allegation of fraud against the bidder or, to the extent the bidder is aware, any subcontractor hereunder by a governmental or public entity arising out of their business dealings with governmental or public entities. Any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") must be disclosed in a written statement in the bidder's response. Details of settlements which are prevented from disclosure by the terms of the settlement may be annotated as such. Information provided to DHS from the bidder's publicly filed documents referencing its material litigation will be deemed to satisfy the requirements of this section.

By submitting a bid response, the bidder hereby assures that the Invitation to Bid has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Invitation to Bid, if selected and funded to do so.

## ITB Rating Criteria

The total maximum number of points that a bid can receive equals 100 points. Only those bids receiving a score of 80 points or more will be considered for award. The maximum number of points for each of the three categories is as follows:

| <u>Points</u>                       | <u>Category</u>   | <u>Maximum</u>          |
|-------------------------------------|---|-------------------------|
| <b>A.</b>                           | <b>Bidder's Experience, Education, Qualifications &amp; Performance</b>   | <b>20 points</b>        |
|                                     | <ul style="list-style-type: none"> <li>i. Identifies Liaison. (2)</li> <li>ii. Resumes attached for each key personnel. (5)</li> <li>iii. Criminal history and CR checks submitted. (5)</li> <li>iv. Clearly describes how education and experience suits role on project and necessary criteria for selected screening/assessment tool. (8)</li> </ul>   |                         |
| <b>B.</b>                           | <b>Program Implementation (Work Plan)</b>   | <b>60 points</b>        |
|                                     | <ul style="list-style-type: none"> <li>i. Names selected program and clearly evidence-based. (5)</li> <li>ii. Work plan is detailed and outlines tasks, resources, hours, hardware or software being used/purchased and cost. (8)</li> <li>iii. Gap analysis is thorough and demonstrates need for program. (5)</li> <li>iv. Proposed program and eligibility requirements is clear and consistent With evidence related to valid program use. (5)</li> <li>v. Selected tool is valid for population and implementation is consistent with tool use. (5)</li> <li>vi. Program effectiveness is documented and related to implementation plan. (5)</li> <li>vii. Proposed monthly report format contains all elements. (1)</li> <li>viii. Proposed data collection, evaluation and summary is clear and measurable. (10)</li> <li>ix. Implementation team is multi-disciplinary and identifies team member roles. (5)</li> <li>x. Management plan will result in quality oversight of implementation. (3)</li> <li>xi. Outcomes and final evaluation report includes pre- and post- tool scores and trend analysis and makes sense based on proposed program. (8)</li> </ul> |                         |
| <b>C.</b>                           | <b>Fiscal Resource Allocation</b>   | <b>20 points</b>        |
|                                     | <ul style="list-style-type: none"> <li>i. Budget is detailed and reasonable for proposed program. (10)</li> <li>ii. Potential return on investment is calculated or described. (5)</li> <li>iii. Bidder shows program can be sustained after start-up funding. (5)</li> </ul>   |                         |
| <hr/> <b>Total Points Available</b> |   | <hr/> <b>100 points</b> |